	The University of North Carolina at Greensboro Police Department	
	General Order 1-5.3	**Video Surveillance System**

The purpose of recording video in the public areas of the campus is to deter crime and assist the police. Video recording of the campus will be conducted in a professional, ethical, and legal manner. Personnel involved in the recording will be appropriately trained in the responsible use of this technology.

The Technical Services Unit (TSU) will oversee all aspects of the the enterprise camera system.

A. Camera Locations

The UNCG Police Department must authorize the proper use of all video recording equipment. Installation of new camera equipment will coincide with known crime trends and patterns. In determining whether video recording is advisable, TSU will consider, among other things, the appropriateness of video surveillance equipment and area to be recorded.

TSU will conduct an annual evaluation of the camera locations and the incidents that have occurred. Recommendations for changes will be made as needed and/or on an annual basis.

B. Monitoring Cameras

Although the camera system is not monitored in real time, Communications will, when able, use the cameras as needed to improve response and gather more information about the incident. The use of the enterprise camera system will include: crime scene walk throughs, the review of storage footage, and the archiving of video evidence.

C. Retention Schedule and Access

Digital media will be stored on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and previous segments are overwritten by the newer files. Digital media may be retained longer or transferred from the hard drive to removable media as part of a criminal investigation, legal proceeding, or other bona fide use as approved by the Chief of Police. Digital media captured in regards to a criminal investigation will be submitted as evidence following existing evidence submission procedures.

The camera system will be configured to prevent camera operators from tampering with or deleting information.

D. Camera Maintenance and Testing

TSU is responsible for the maintenance and testing of the enterprise camera system. The system will be configured to alert appropriate personnel in the event of a maintenance issue.

E. Camera System Training

TSU, or designee, will provide camera training and assistance as need. At a minimum, all officers will know how to navigate to the various cameras, search for recorded footage, and archive video evidence.

F. Viewing and Releasing Recordings

The Chief of Police will review all requests to release recordings. No releases of video recordings will occur without authorization by the Chief. Excluded from this review are those recordings directly related to a criminal investigation, arrest, or releases required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing.